



## **St Philip's College Privacy Policy**

St. Philip's College is committed to protecting your privacy. This Privacy Statement contains St. Philip's College's policies for management of the personal information it collects. It is part of the procedures put in place by St. Philip's College, with the aim to protect the privacy of your personal information in accordance with the Information Privacy Principles set out in the Information Act (NT) ("the Act") and Federal Privacy Laws which became effective from 21 December, 2001.

### **What kind of information does the College collect?**

St. Philip's College collects and holds information about:

- Students and parents and/or guardians before, during and after the course of a student's enrolment at the College.
- Job applicants, staff members, volunteers and contractors.
- Other people who come into contact with the College.

### **Personal information you provide**

The College will generally collect personal information held about an individual by ways of forms filled out by parents or students, face-to-face meetings, interviews, telephone calls and emails.

### **Personal information provided by other people**

In some circumstances, the College may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another College.

### **Use and Disclosure**

St. Philip's College may use your personal information in a number of ways to carry out its functions and activities, including:

- To provide educational services and to determine and provide appropriate support services and facilities to students.
- To administer and manage processes such as, enrolment, scholarships, accommodation, billing and collection of fees and charges, examinations and academic achievement.
- To administer and maintain information technology services and facilities for St Philip's College.

St. Philip's College will take reasonable steps to ensure that your personal information is not disclosed to third parties except in certain circumstances, including where:

- You have consented to the release.
- The release of the information is a condition of your sponsorship or enrolment.
- St. Philip's College is authorised or required by law or regulatory requirements to disclose the information to, for example, the Australian Taxation Office or Centrelink.

- The information is provided to a third party which provides services to St. Philip's College, in which case St. Philip's College will endeavour to ensure that the service provider agrees to preserve the confidentiality of your personal information.
- The circumstances where St. Philip's College is not prohibited from disclosing the information, as described in the Act.

### **Sending information overseas**

The College will provide personal information about an individual student travelling interstate or overseas as part of a College program to the accompanying staff or appointed coordinators.

### **How will the College treat sensitive information?**

Sensitive information means: Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information. Unless you agree otherwise, or disclosure of that sensitive information is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

### **Management and security of personal information**

The College has in place steps to protect the personal information the College holds including locked storage of paper records and pass-worded access rights to computerised records.

### **Updating personal information**

The College endeavors to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the College Privacy Officer, in writing, at any time.

### **Who has the right to check what personal information the College holds about you?**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the College holds, about them and to advise the College of any perceived inaccuracy. Students will generally have access to their personal information through their parents.

To make a request to access any information the College holds about you or your child, please write to:

College Privacy Officer  
St Philip's College